



**THE GEORGIA ARCHIVES**  
**Records and Information Management Services**

**State Agency Specific Schedules for Corrections, Dept. of**

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adverse Actions	Records documenting disciplinary actions against employees in which the employee has exhausted the appeal process and the final determination has been made.	5 years		Temporary-Short-Term		0467-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Briefing Summaries	Documents relating to succinct information report in simple tables, statistics, and language narrative relating to areas of concern among policy-level staff of the agency.	Permanent		Permanent		1978-206
Corrections Master Food Reports	Documents relating to keeping an inventory control over the foods stuff that are provided to the institutions to give inmates a nutritionally-balanced diet.	Annual reports: 3 years; All other reports: Retain for useful life		Temporary-Short-Term		0000-079A
Cumulative Academic or Vocational Student Record File	Documents relating to recording academic or vocational training of individual students in state correctional institutions.	5 years		Temporary-Short-Term		1981-415

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Death Watch Daily Activity Log Books	Daily accounts of inmates and staff activities specifically for those inmates within the death sentence unit of the correctional facility.	Permanent		Permanent		2000-012
Deputy Director's General Subject File	This series documents policy and procedure for the institutions and documents guidance and advisement to the Director. It is used as a record and reference for later correspondence.	5 years		Temporary-Short-Term		0000-186
Deputy Director's Subject File	Documents relating to maintaining files concerning responsibilities, policy and budget procedures of the Deputy Director's Office.	5 years		Temporary-Short-Term		0000-126A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Detainee Health Record (Medical Record)	Documents relating to medical care provided to detainees. Includes GA Dept. of Corrections medical information and forms.	10 years		Temporary-Short-Term		0467-005
Diversion Center Bank Statement File	Documents relating to accounting for residents' funds.	4 years		Temporary-Short-Term		1982-032
Diversion Center Receipt Book File	Documents relating to money (checks, cash, money orders) collected from residents for earnings or money from outside sources to be deposited in resident accounts.	4 years		Temporary-Short-Term		1982-034
Diversion Center Residents Case History Files	Records documenting a detainee's stay at a diversion center.	4 years		Temporary-Short-Term		1982-051-02

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Escaped Inmate Personnel File	Documents relating to the individual chronological history of incarceration and reports of escape of the active escaped inmate.	50 years		Temporary-Long-Term		1974-131
Farm Inspection Reports	Documents relating to maintaining inspection reports and farming operations reports of the various correctional insitutions throughout the State.	5 years		Temporary-Short-Term		1975-230

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Fire Safety Inspections Files	Documents relating to maintaining reports of quarterly fire inspections of D.O.C. facilities by the departmental Fire Marshal or Fire Safety Specialist, annual inspections by the State Fire Marshal's Office, and monthly inspections by the Institution Fire Inspector.	4 years and final settlement of any litigation		Temporary-Short-Term		1986-015
General Daily Activity Log Books	Daily accounts of inmates and staff activities specifically for those inmates within the correctional facility.	4 years		Temporary-Short-Term		2000-010

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia Probationers in Other States Files	Documents relating to case material on Georgia probationers supervised by other states.	5 years		Temporary-Short-Term		1973-464
Head Count Forms	Documents relating to accounting for inmates at various times during the day.	30 days		Transitory		1983-848
Incident Reports	Incident Reports relating to inmates and Departmental personnel containing statements of those concerned reflecting circumstances of incident by inmate, personnel, and summary log.	3 years		Temporary-Short-Term		2001-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Independent and Cooperative Research or Evaluation Reports	Documents relating to maintaining copies of reports prepared under contract or developed by individual scholars or students as private (but sanctioned) reviews of DOR programs or operations.	Permanent		Permanent		1978-154
Inmate Account Files (Division-wide Common)	Documents relating to recording funds deposited to and withdrawn from individual inmate accounts.	3 years and completion of internal audit		Temporary-Short-Term		1979-0088

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inmate Claims Against the State Files	Documents relating to investigating claims filed by State inmates with the State Claims Advisory Board requesting monetary compensation for lost or stolen personal property, and preparing "Statements of Findings and Recommendations" relative to the claims for submission to the Board.	5 years		Temporary-Short-Term		1986-017A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inmate Complaint, Grievance, and Disiplinary Appeal Investigative Reports File	Documents relating to investigating complaints, grievances, and disciplinary appeals filed by all inmates, and to insure the review of G.S.P. inmate complaints by the G.S.P. Grievance Committee and the Department's Hearing Officer.	4 years		Temporary-Short-Term		1986-012
Inmate Correspondence File	Documents relating to maintaining a file on correspondence to and from State inmates.	3 years		Temporary-Short-Term		1977-100

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inmate Correspondence Monthly Summary Report File	Documents relating to recording the number of complaints, grievances and correspondence generated by state inmates per month, listed by institution.	4 years		Temporary-Short-Term		1986-004
Inmate Personnel Files	Documents relating to the record copy of chronological documentation of an inmate's incarceration.	Prior to 1943: Permanent; 1943-1969: 15 years; 1970-forward: 15 years		Permanent	1943-1969: years ending in 3 and 8, transfer January files to Archives for permanent retention; 1970-forward: microfilm. For years ending in 3 and 8, retain January files for historical purposes	1974-112A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Institution Correspondence Files	Documents relating to maintaining correspondence to and from institutions concerning escapes, accidents or incidents that need to be documented.	5 years		Temporary-Short-Term		1977-067
Institutional Evaluation Report File	Documents relating to the routine periodical evaluation of state and county correctional institution and any requested evaluation of other departmental facilities.	Permanent		Permanent		1974-109
Institutional Inmate Case History File	Documents relating to individual inmates chronological history of incarceration.	3 years. Exception: for parolees from life sentences: 10 years from date of parole		Temporary-Short-Term	For parolees from life sentences hold 10 years from date of parole before destroying file	1974-042A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inter-Agency Evaluation Reports	Documents issued by this and other agencies reporting jointly determined assessments of jointly operated programs.	Permanent		Permanent		1978-155
Investigations Case Files	Documents relating to maintaining records of all investigations conducted by the Internal Affairs Division.	Permanent		Permanent		1977-068
Investigations/Case Files/Cassette Tapes	Documents relating to investigations of misfeasance, malfeasance, and criminal activity of state inmates.	20 years		Temporary-Long-Term		0467-002
Master Menu Files	Documents relating to the Food Service Program of the State penal institutions.	Permanent		Permanent		1973-523

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Monthly Education Reports	Documents relating to the attendance of students enrolled in school.	1 year and completion of federal audit		Transitory		1982-555
Official Minutes of the Board of Corrections	Documents relating to the official minutes of the Board of Corrections.	Permanent		Permanent		0000-178
Orientation Training Program (OTP) Files	Documents relating to providing classroom instruction for correctional officers, security personnel, and other staff who work directly with inmates, including some food services and maintenance personnel, chaplains, etc.	14 years		Temporary-Long-Term		1980-225A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Orientation Training Program Graduates/Incompletions Memoranda File	Documents relating to notifying the Departmental Personnel Officer that employees have passed or failed required orientation training programs.	3 years		Temporary-Short-Term		1980-226
Orientation Training Program Test Papers Files (Answer Sheets)	Documents relating to maintaining test answer sheets completed by trainees.	14 years		Temporary-Long-Term		1980-227A
Plans and Specifications File	Documents relating to maintaining construction data on buildings and facilities owned or leased by the Department.	Permanent		Permanent		0000-179A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Probation Compact Case Files	Documents relating to case material on Georgia and out of state probationers supervised by other states and by out of state probationers supervised by Georgia	2 years		Temporary-Short-Term		1980-263A
Probation Office Bank Statement File	Documents relating to accounting for payments received by probation supervisors from probationers for fines, court costs, probation supervision fees, restitution, and child support, as ordered by sentencing courts as part of probation orders.	6 years		Temporary-Short-Term		1984-055

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Probation/Parole Workload Monthly Summary Report	Documents relating to summarizing monthly workload activities of probation/parole supervisors throughout the State.	1974-March 1981: 10 years; April 1981 - present: 1 year		Temporary-Short-Term		1982-223
Probationer Case History Files	Documents relating to recording supervision and progress of probationers assigned to State Probation Offices.	4 years		Temporary-Short-Term		0000-159A
Program Evaluation Reports	Bound and authored documents describing the effectiveness and efficiency of various rehabilitative services provided to correctional clients.	4 years		Temporary-Short-Term		1978-156

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Public Information Subject Files	This series consists of institutional files which contain correspondence with wardens, phone contacts, and personnel information. It also contains special project files, short range project files, reports from research and development, investigations information, correspondence logs, speech bank, photographic files and a tape file.	Permanent		Permanent		0000-083
Regular Detail Assignment Lists	Documents relating to accounting for inmates who leave their cells/dorms to report to work details.	30 days		Transitory		1983-850

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rehabilitation, Population and Demographic Historical Statistics Computer Reports File	Documents relating to summarizing statistics on inmates, probationers and parolees taken from inmate data base and probation/parole inventory.	Security COM Copy: Permanent; Reference Copy: 5 years		Permanent		1978-075
Released Detainee Case History Files	Detention Centers provide for the incarceration, rehabilitation, education, health, and medical care of those persons placed in their jurisdiction by courts of law. These centers maintain case files on each detainee which document the performances for the services.	4 years		Temporary-Short-Term		1999-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Released Inmate Health Records (Medical Records)	Medical records documenting health services provided to inmates.	10 years		Temporary-Short-Term		0467-004
Research Reports	Documents containing summaries of special data collections, correctional literature, and policy trends concerning accountability and performance-based management in correctional systems.	Permanent		Permanent		1978-157
Sex Offender Records	Documents relating to the records of incarcerated, paroled, or probated sex offenders.	Retain until receipt of official proof of death or for 99 years after release	O.C.G.A. 42-1-12(c)(5)	Temporary-Long-Term		0467-006

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Sundown Count Forms	Documents relating to sending daily information regarding inmate population to central office.	30 days		Transitory		1983-849
Superior Court Returned Case Files	Documents relating to the returning of sentences to the Superior Courts on individuals sentenced by the court that for certain reasons do not enter the correctional system.	2 years		Temporary-Short-Term		1982-076
Under Death Sentence Daily Activity Log Books	Daily accounts of inmates and staff activities specifically for those inmates within the death sentence unit of the correctional facility.	20 years		Temporary-Long-Term		2000-011

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Use of Force Files (Reports and Summary Logs)	Documents relating to receiving and investigating reports of use of force used by institution personnel in regard to inmates.	Permanent		Permanent		1977-069A
Use of Force Reports	Documents relating to use of force investigations.	5 years		Temporary-Short-Term		0467-003
Use of Weapons Files (Reports and Summary Logs)	Documents relating to receiving and investigating reports on use of weapons by institutional personnel in regard to inmates.	Permanent		Permanent		1977-070A